



International Organization for Migration (IOM)
The UN Migration Agency

Position Title:	Intern-Project support
Duty Station:	Baku, Azerbaijan
Classification:	Intern
Type of Appointment:	Internship, 3 months with possibility of extension
Estimated Start Date:	As soon as possible
Closing Date:	11 November 2018

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Context

Under the overall supervision of the Chief of Mission and direct supervision of the Project Coordinator, the incumbent will be responsible for assisting the implementation of the integrated rural development project and other wide range of activities of IOM Azerbaijan;

Responsibilities and Accountabilities

- Assist the Labour Mobility and Human Development (LHD) unit in implementing project activities.
- Provide support in liaising with relevant parties, including the Government and international organizations, for various project activities.
- Draft meeting minutes, activity reports and other project-related documents.
- Assist the preparation and implementation of various project-related events such as meetings, workshops and training.
- Complete English-Azerbaijani translations and act as an interpreter as needed.
- Assist the Project Coordinator with monitoring and evaluation of projects; updates, tracks and analyses project data.
- Conduct research and support IOM Azerbaijan staff with planning actions on labour mobility and human development.
- Perform other duties as may be assigned.

Education

Completed Bachelor's degree from an accredited academic institution, preferably in Civil/Environmental/Water Engineering, International Development, Migration Studies, Social Science or other related fields.

Experience

- Experience in working with UN agencies and/or NGOs is preferable.
- Familiarity with the issues of migration is a distinctive asset.
- Excellent communication, negotiation and writing skills in both English and Azerbaijani are required.

- Familiarity with standard MS Office applications and knowledge of social media are advantages.
- Overseas experience, studying or working abroad, is preferred.

Languages

Fluency in Azerbaijani and English

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

Appointment will be subject to certification that the candidate is medically fit for appointment. Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are requested to submit their application including the **most recent CV with a cover letter in English** by indicating **name of the position** in the subject line of the e-mail to bakuhr@iom.int by the end of **11 November 2018**.

Please note that only shortlisted candidates will be contacted